

Guidelines of LCBDD/DEEPWOOD Policy E-6:

Authorized Signing Levels for Purchase/Payment Requisition and  
“Okay to Pay”

<b>\$1,000 or Less</b>	Purchase/Payment Requisitions can be approved by any level manager and forwarded to Purchasing for amounts up to and including \$1,000. Requests are reviewed by the Procurement Manager .
<b>\$1,001 - \$5,000</b>	Purchase/Payment Requisitions ranging from \$1,001 - \$5,000 can be approved by Program Director/ Procurement Manager.
<b>\$5,001 - \$10,000</b>	Purchase/Payment Requisitions ranging from \$5,001 -10,000 can be approved by the Division Director
<b>\$10,001 – \$25,000</b>	Purchase/Payment Requisitions ranging from \$5,001 - \$25,000 should be submitted for review and countersignature by Superintendent.
<b>\$25,001 - \$49,999</b>	Requests ranging from \$25,001 - \$49,999 are to be approved by the Board Finance Committee.
<b>\$50,000+</b>	Purchases of equipment or services of \$50,000 or more are to be competitively bid (if required) and approved by the full Board.